

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
8 January 2008

Board members present:

Jim Potter, Chairman
Reid Adler
Wendy Burns
Bill Clontz
Ilene Gillispie
Birgit Robbert
Raleigh Romine
Lauck Walton
Mike Walker

Absent:

Lisa Guide

Others present:

Ron Brandt, Church Administrator
Al Erickson, Treasurer
Rev. Don Vaughn-Foerster, Interim Minister
Meagan Henry, RE Director
Jane Nelson, Ministerial Search Committee
Sandy Peterson, Ministerial Search Committee
Marty Bredeck, Ministerial Search Committee
Al Robbert, Stewardship Committee

The meeting was called to order at 7:30 by Board Chair, Jim Potter.

1. Jane Nelson, Sandy Peterson and Marty Bredeck reported that the Ministerial Search Committee has narrowed its search to three candidates. The committee will further interview these ministers during the next two months, and will possibly know by the end of March if MVUC has found a candidate for consideration by the congregation in the spring. The pre-candidate will be given the opportunity to meet with our DRE, DOM, and Interim Minister, if desired. Jane noted that clarification is needed concerning the reporting structure for the professional staff of MVUC. Presently, the DRE and the DOM report to the BOT, unlike in most churches where the DRE and DOM report to the minister. Additionally, the minister also reports to the BOT at MVUC. Don suggested MVUC be open to revising our reporting structure once our settled minister is in place. Possible changes include the minister reporting to the congregation, and the DRE and the DOM reporting to the minister.
2. Al Robbert reported on the Stewardship Committee's plans for this year's face-to-face stewardship campaign. The "Building Our Hill of Dreams" theme will be used. The advance gift phase takes place in February; the main phase takes place in March.

Stewards will visit no more than four church members/friends. All BOT members are expected to serve as stewards. Al reported that although the number of households making commitments has declined in recent years, the average dollar amount of individual commitments has increased so that there is no great change in income from this source. This year's stewardship campaign goal will be approximately \$400,000. Al said the steward training will include how stewards can report concerns that the members may voice when visited, and how these concerns will be forwarded to the appropriate person(s) or committee.

3. Interim minister Rev. Don Vaughn-Foerster gave his monthly report (attached).
4. DRE Meagan Henry gave her report (attached). As a supplement to her report (also attached), the DRE compared RE attendance figures in 2006 and 2007.
5. DOM Melodie Feather's report was noted (attached).
6. Al Erickson gave Treasurer's reports (attached).
7. Ron Brandt gave the Church Administrator's report (attached). Reid Adler suggested that the new letter of agreement for use with the MVUC professional staff that Ron created be reviewed by a lawyer. Mike Walker will review the letter.
8. Lauck Walton gave the Finance Committee's report. He noted that the upcoming stewardship campaign is critical, and that the result of the campaign will determine if MVUC will be able to break ground in 2008. Lauck pointed out that the BOT will have to make some hard decisions concerning programming and staffing based on the campaign as well. The Strategic Planning Committee will work with the Finance Committee in making budget recommendations for the BOT's consideration. It was suggested that open informational meetings be held prior to the annual meeting in order to give church members a better understanding of MVUC's financial situation and the basis for the BOT's resulting budgetary decisions.
9. Bill Clontz gave the Program Council's report (attached). It was suggested that the Program Council create a minutes-taking policy for committee meetings and to include record keeping guidelines in the committee charters.
10. Bill reported that the property line dispute issue should be resolved within a month. Resolution will be included in the minutes when the issue is completed.
11. Reid Adler reported that the newly formed Strategic Planning Task Force has met and will report to the BOT at a future time.
12. Raleigh Romaine reported on his research on web-privacy issues. This is a very complex issue with many different solutions for making information available and at the same time protecting MVUC members' privacy. Raleigh will further attempt to present clear, simple guidelines to the BOT and to the Communications Committee.
13. The BOT appoints delegates from MVUC to the UUA General Assembly. Birgit Robbert plans to attend GA this summer and will be responsible for finding other members who may also be interested in representing MVUC.

Action items:

- a. Jim will complete draft of the mid-year interim ministry evaluation that UUA requires.
- b. Don will work with Program Council and Membership Committee to come up with guidelines of how MVUC says “good-bye” to members who are moving away (Item #3).
- c. Don will meet face-to-face with the Sunday Services Committee rather than by e-mail which has not been as effective as Don would like (Item #3).
- d. Don will draft ideas concerning the professional staff’s reporting structure for the BOT’s discussion at its next meeting (Item #1).
- e. Bill (Program Council) will work on record-keeping/minute-taking policy for committees (Item #9).
- f. Mike will review “Letter of Agreement” for the Personnel Committee’s use with professional staff (Item #7).
- g. Raleigh will present a privacy policy (Item #13).
- h. Birgit will work on finding delegates for GA (Item 14).

The meeting adjourned at 10:00.

Respectfully submitted,
Birgit Robbert, Board Secretary

Attachments:

- [1. Minister’s report](#)
- [2. Church Administrator’s report](#)
- [3. DRE’s report](#)
- [4. Music Director’s report](#)
- [5. Revenue and expense report](#)
- [6. Building revenue and expense report](#)
- [7. Program Council’s report](#)

Interim Minister's Report to the MVUC Board of Trustees

January 8, 2008

Five Sundays and Christmas Eve occurred during the period of this report.

- Dec. 9: music and reading services (at 9:30 and 11:15 a.m.), for which the choir sang and I selected the readings.
- Dec. 16: one service at which the R.E. department presented a Christmas pageant for which there was a most enthusiastic full house.
- Dec. 23: one regular service which I led.
- Dec. 30: presented by the Sunday Services Committee.
- Jan. 6: a service on UU ministry I planned but, at the time of the writing of this report, had not yet led.

Also, on Christmas Eve, I led an afternoon family service (at which there were dedications of four children) and an evening adult service.

Events and functions I attended within the congregation during this period included:

- The Good Companions Holiday Luncheon, which my wife, Peggy, and I attended as their guests; and
- An evening dinner out with Lisa and David Napier with Peggy and me as their guests.

Other meetings that I attended included: Board of Trustees, Program Council, Finance and Social Justice committees, the "Kitchen Cabinet." Also, I have dropped in on the weekly Thursday Group luncheons when they have occurred, and have participated in regular choir rehearsals.

Administrative activities have been a bit abridged because of the days between Christmas and New Year Day when the office was closed. However, except for those days, our weekly staff meetings and other meetings as necessary with the Church Administrator and the professional staff (i.e., D.R.E. and Music Director) have occurred.

My **pastoral** activities have been more extensive than usual. I have had several intense and, on occasion, lengthy, pastoral counseling sessions with several individuals, largely because of the stresses that come with the holiday season. One day during the period when the office was closed, I happened to be in my office and received a telephone call informing me of the death of longtime church member, Nancy Anne Chappell. Because of scheduling complications, I conducted a memorial service for the family on January 1 at Cunningham Funeral Home in Alexandria rather than at MVUC. However, there will be another memorial service for Nancy in the spring when her ashes are to be placed in the Memorial Garden.

Two matters of concern arose during the holidays. One was some unclarity on how to implement the Membership Development's desire to say good bye publicly to members who are moving away. This is an issue that needs some careful deliberation before a policy is set so as not inadvertently to give attention to some and to overlook others. The needs to be conversation between at least Membership Development, Sunday Services, minister, and, perhaps, the Program Council so that everyone can be on the same page. The other matter occurred because of, from my point of observation, some inadequate communications between the Sunday

Services Committee and the professional staff. I have requested a non-email but sit-down meeting to clarify just what we expect from one another.

Upcoming:

- On Jan. 12, I will lead a class on “Unitarian Universalism: Its Heritage and Point of View,” the first class in the “Welcome to Our Community” series.
- On Jan. 13, new members will be introduced to the congregation as part of the service.
- During the remainder of this month, I will be speaking on Sundays about basic concerns that are usually part of interim years between settled ministers. The first topic will be ways in which the UU ministry is approached and conducted; the second, on conflict management; and the third, on making the most of the opportunity we have been given.

Respectfully submitted,

Rev. Don Vaughn-Foerster
Interim Minister

**Mount Vernon Unitarian Church
Report to the Board of Trustees
Ron Brandt, Church Administrator**

January 8, 2008

FINANCE

Prior Year Pledges. I sent letters in late November to 53 pledge units whose 2006-07 pledges had not been paid in full. The letters explained that because the church had not sent final statements in July, some people might not have realized that their pledges had not been fully paid. As of January 4, the total amount received toward the 2006-07 unpaid pledges was \$14,780. Not all of this amount can be attributed to the letter, but we are pleased and grateful that so many members and friends responded.

Building Fund Update. In mid-January we will be sending statements to all pledging units showing the status of their contributions to MVUC in the calendar year 2007. Supplementing that report will be a letter signed by Jim Potter to all those with pledges to the Building Fund explaining status of the fund and promising that the Board will make a recommendation on construction at the April Annual Meeting. The letter will also thank each of those whose pledge has been fully paid.

Bookkeeping Tasks. When Donna Bledsoe left in late July, Al Erickson assumed responsibility for all aspects of financial administration. He and I have agreed that I will now begin doing some of these tasks. For example, he showed me how to do the weekly deposit on December 7.

PERSONNEL

Fair Compensation. As recommended by the Personnel Committee and approved by the Board at your December meeting, I completed the declaration of commitment to be a Fair Compensation Congregation and sent it, with supporting documents, to Peter Liveright, JPD Compensation Consultant. I will continue to work with the Personnel Committee to develop recommendations for changes in policy needed to be a practicing congregation.

Employee Handbook. I also distributed to all employees and to Board members the revised Employee Handbook approved at the December meeting. The Handbook will need to be revised again to reflect whatever policy changes are decided upon effective July 1.

Letters of Agreement. The Personnel Committee recommended, and the Board voted in December, to develop a uniform letter of agreement for use with professional staff members. I have prepared a model letter for review by the Personnel Committee and use when new letters are negotiated with the Director of Religious Education and the Director of Music effective July 1.

PROPERTY

Energy Conservation. Allison Fisher of Greater Washington Interfaith Power and Light conducted a free energy analysis at MVUC on December 10. Dan Cohen, Bill Alsmeyer-Johnson, Russ Stumpe, and I participated in the visit, which was arranged by the Green Sanctuary Committee. We received Ms. Fisher's very thorough report, which has numerous recommendations for actions, both short- and long-term, on January 3. Russ Stumpe and I have begun analysis of the report, which will also be reviewed by the Green Sanctuary Committee.

Maintenance. I have continued to work closely with Russ Stumpe of the Buildings Committee to arrange for minor services, including repair of carpeting in the Commons, cleaning and refringing of carpets in the Hollin Hall Fireplace Room, and clearing leaves from the gutters of all major buildings. New signs have been posted in several buildings with information about door locks and use of programmable thermostats.

COMMUNICATION

As requested by Gregg Early, new chair of the Communications Committee, I sent a prototype email newsletter on Friday, January 4 to several hundred people for whom the church has email addresses. So far we have received 29 positive responses and no complaints. We will continue to tweak the format and content, but it appears that a weekly email newsletter can be a useful supplement to our existing publications.

DRE Report to the Mt. Vernon Unitarian Church Board of Trustees

January 8, 2008 (Submitted 1/06/08)

Meagan Henry, Director of Religious Education

The following is an update of ongoing RE programming at MVUC:

- I. RE Programming: Children (Pre-K – 5th grade)
 - A. Pre-Kindergarten curriculum is *Chalice Children. Our Jewish and Christian Heritage* is the curriculum for grades K-5.
 - B. Mid-year teacher meeting, Jan. 5th, very successful – 20 teachers attended.
 - C. In response to feedback from the teacher meeting, I will begin weekly e-mail communications to the K-5 grade teachers regarding specific UU themes in each week's lesson.

- II. RE Programming: Jr. Youth (6th – 8th grade)
 - A. The Jr. High Youth curriculum is "Compass Points." Teachers for the class are Jan Vaughan, Betsy Yarrison, Carl Lohmann, Renee Desrosiers, Tina Bak-Brevick, Lauck Walton.
 - B. Teaching team met 12/15 to plan the winter semester. Activities include a trip to Bethlehem Baptist Church MLK Memorial service, food preparation for VIC-HOP, attending the Youth service, cooking lasagna dinner for the Variety Show COA fundraiser, and Easter Egg Hunt. The class hosted a parent luncheon on 1/6/08.

- III. RE Programming: Sr. Youth (9th – 12th grade)
YRUU advisors: Paige Redlinger, and Chuck Reams
 - A. High School Topic-Based Discussion - January classes are 1/13 & 1/27. Guest Speaker, Grace Garner from the UU Washington Office for Advocacy will speak on 1/27.
 - B. Youth Steering Comm. met 12/9 and planned their schedule for Jan. & Feb.
 - C. Currently seeking additional youth advisors.
 - D. Youth Service, Feb. 24th
 - E. MVUC is hosting the DYSC Social Justice youth conference,, Jan. 25 – 27.

- IV. RE Programming: Adults (committee meets monthly)
Committee Members: George Ball, Ron Brandt (Chair), Jack Hinman, Pat Kenny-Priest, Al Searle
 - A. Adult Education Winter/Spring classes: Buddhist Meditation, Great Decisions, Leadership Seminar, New Testament Class, Spirit of Life, Simplicity Circles, Welcome to Our Community, Would-Be Poets.
 - B. New ARE flier is available.

- V. Special Programming
 - A. Coming of Age (COA) class for 8th and 9th grades, beginning 1/6/08.
Teachers - Jacki Arnold and Bonnie Brandt
 - B. High School OWL is on track for beginning with a parent orientation on 1/13/08.
Teachers – Brigit Robbert and Al Robbert.

- VI. Intergenerational Events
 - A. Attendance report from Dec. – Jan. events:
 1. Holiday Craft Workshop (Dec. 2) – 102
 2. Dinner, Caroling and Pinata (Dec.2) – 47
 3. Solstice Dinner, Celebration and Bonfire (Dec. 21) – 39
 4. Games Night (Jan. 5) - 29

- B. Variety Show and Lasagna Dinner, 3/1/08, also serves as a fundraiser for the COA class trip to Boston.
- VII. Worship
- A. For All Ages – Each week I meet with Rev. Don Vaughn-Foerster in order to coordinate the For all Ages (FAA) with the theme of the service.
 - B. I received much positive feedback regarding the Dec. 16 Winter Pageant, and I am happy to report that it was a big success in terms of building community and raising the visibility of our RE program.
 - C. I am currently working with Sunday services committee to contribute to the MLK/social justice service on 1/20/08.
- VIII. Young Adult Group (the fUUn Group) - Lunch after church planned for 1/13/08.
- IX. Fort Hunt Preschool Space Relations Committee (meets quarterly) next meeting: 1/11/08.
- X. Religious Education Council (REC - meets monthly, 2nd Tuesdays, 7:00pm)
Committee Members: Ron Brandt (ARE Liaison), Tamara de la Camp (Chair), Seileen Murphy (IG Events Coordinator), Georgia Pourchot (Social Justice Liaison), Betsy Yarrison (Curriculum Liaison).
- A. REC is currently recruiting new members. The following positions are empty: Teacher Liaison, Family Liaison, Youth Liaison, Nursery Liaison, Publicity Liaison, and Worship Coordinator.
 - B. Planning RE Open House for March 11, 2008.
 - C. See attachment for Report of RE Sunday attendance
- XI. Other church involvement
- A. I continue to work with Program Council to coordinate Fellowship Meals, Wednesday evenings, once a month Jan. - Jun. The first one is scheduled for 1/16/08.
 - B. Youth portion of the 2008 Romania trip: initial fundraising meeting held Nov. 12, several fundraisers in the planning process (bake sales, car wash, rock-a-thon). Northern Sun sales and bake sales took place in the month of December to raise a total of \$615.86.
 - C. Natural Playground Project – continuing to plan RE contributing projects for the spring semester Green Hill Project and storytelling and bluegrass fundraiser.
- XII. DRE Relations Committee (meets bi-monthly or as needed)
Member, Lisa Napier moved to Utah at the end of December, and I am searching for a replacement (or two) and we plan to review the committee charter.
- XIII. District and Professional Development
- A. GWAREC (Greater Washington Area Religious Educators Committee) meetings occur monthly and I serve the District as secretary to the group. Next meeting is Jan. 9th.
 - B. I will attend the Teacher Development Renaissance Module at the Bishop Claggett Center in Buckeystown, MD, March 5 – 7.

Children's RE Attendance 2006/07 v. 2007/08

Date:	8-Sep-07		16-Sep-07		23-Sep-07		30-Sep-07		7-Oct-07		14-Oct-07	
Notes:	Ingathering / K-5 Chapel								Columbus Day		Campout/ Workenanny	
	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults
9:30	19	2	34	12	35	18	35	13	17	9	28	11
11:15	47	9	53	16	41	16	54	14	35	15	39	15
Total:	66	11	87	28	76	34	89	27	52	24	67	26

Date:	10-Sep-06		17-Sep-06		24-Sep-06		1-Oct-06		8-Oct-06		15-Oct-06	
Notes:	Ingathering / One Service											
	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults
9:30	62	4	23	7	25	9	22	7	19	8	27	8
11:15	---	---	46	13	50	11	51	11	45	11	52	11
Total:	62	4	69	20	75	20	73	18	64	19	77	19

Date:	21-Oct-07		28-Oct-07		3-Nov-07		11-Nov-07		18-Nov-07		25-Nov-07	
Notes:			K-5 Chapel / UNICEF Carnival/ No YRUU/ Jr. Hi at both services counted at 11:15/ includes kids carnival only		K-5 Chapel on Day of the Dead / 6th - 8th Hike Field Trip at 9:30/ Sr. Hi Discussion Group/ FCPS holidays Mon - Tues.		Veteran's Day ACPS Holiday Mon.		IG Service No RE Nursery Only		Thanksgiving One Service K-5 Chapel only	
	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults
9:30	42	15	42	9	44	12	34	14	2	0	5	2
11:15	39	14	49	2	30	4	43	14	2	0	---	---
Total:	81	29	91	11	74	16	79	28	2	0	5	2

Date:	22-Oct-06		29-Oct-06		05-Nov-06		12-Nov-06		19-Nov-06		26-Nov-06	
Notes:									IG Service		One Service	
	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults
9:30	21	9	21	5	15	8	33	8	6	1	60	13
11:15	44	13	44	11	46	10	35	11	1	1	---	---
Total:	65	22	65	16	61	18	68	19	7	2	60	13

Date:	02-Dec-07		12/9/2007		12/16/2007		23-Dec-07		30-Dec-07		06-Jan-08	
Notes:			6-8th grade in service		One Service / Pageant / Nursery Only		One Service / Nursery Only / Stories by Meagan		One Service / Nursery Only			
	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults
9:30	33	11	36	12	5	0	13	2	2	0	26	12
11:15	37	13	39	12							44	16
Total:	70	24	75	24	5	0	13	2	2	0	70	28

Date:	3-Dec-06		10-Dec-06		17-Dec-06		24-Dec-06		31-Dec-06		7-Jan-07	
Notes:					Pageant / Nursery Only		IG Service Nursery Only		IG Service Nursery Only			
	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults	Kids	Adults
9:30	21	8	22	6	4	0	3	0	2	0	27	8
11:15	62	11	46	14	11	3	4	0	2	0	49	13
Total:	83	19	68	20	15	3	7	0	4	0	76	21

**Report from the Director of Music
to the MVUC Board
December 2007
by Melodie Feather**

*My personal mission in life is to help others embrace their gifts and talents
so that together we can learn to share treasures from within.
I will strive to fulfill this professionally by sharing my UU faith and love for music
in shared ministries both locally and in the wider community,
with a particular focus on youth and intergenerational activities.*

Collegial Endeavors

- **Ministers** – I continue to meet with Don at least weekly to generate ideas and discuss plans for worship services. We planned a joint service of readings and songs on December 9th. I enjoy working collegially with Don to plan well-integrated services.
- **RE** – Meagan and I continue to meet with Don to plan worship services. I provided music support for the Christmas Pageant on 12/16.
- **Other Staff** – I attend the weekly staff meetings and coordinate with staff on an as-needed basis.
- **Lay Leaders** – I continue to coordinate with many lay leaders as I assist in planning for events for the music program and worship services. I worked with Georgia Pourchot (and Don) for arranging music for the 12/2 service. My assistance was not requested for the 12/30 service.
- **Choir** – Weekly rehearsals continue on Wednesday evenings and are well attended. I continued to provide sectional rehearsals to assist in the choir learning their music for the 12/9 service. Twenty-five folks sang for this service that was very well received. The choir sang at three additional services in December: 12/23 and both services on 12/24. The choir has agreed to participate in the Mt. Vernon Community Martin Luther King (MLK) service on the evening of 1/20. They have invited the Voices of Youth to participate in their solo selection with them.
- **Music Committee** – The Music Committee has a meeting scheduled on January 6th. At that meeting, I hope to obtain results of the Music Survey done by the Music Director Search Committee last April and have a visioning session with the committee.
- **Director of Music Relations Committee** – Mimi Stevens, Trish Waters, and Robin Roberts serve on this committee.
- **Supervisory Group** – Betsy Yarrison, Reid Adler, and Carolyn Slenska have agreed to be members of this group. This group has scheduled a meeting with me on 1/3.
- **Other** – I continue to rehearse with instrumentalists, soloists, and/or small vocal ensembles almost every week as they prepare music for Sunday services. I have also rehearsed with Voices of Youth on several occasions. Voices of Youth and the Kids Choir both sang at the Christmas pageant.

Congregational Support

- **Accompanying** – Joanne Masterson (piano), Herb Tyson (guitar) and Eric Pourchot (guitar/banjo) played on 12/2. Joanne played for both of the Christmas Eve services, and Herb Manis and Eric Pourchot played guitar for the Christmas Eve services. Michael Carver accompanied the choir for the special music service on 12/9. I played on 12/16, and 12/23. Dolly Rowe and Eric Pourchot provided music for the 12/30 service.
- **Song Leading** – I have been using the Ingathering time before Sunday services as an opportunity to encourage the congregation to sing in community so that we can teach our youth songs of our faith. For the time being, I will limit this to the Sundays when I am at MVUC. During the 12/9 service, when I hired an accompanist, I was able to support the congregation as song leader throughout the entire service. This always produces a fuller sound with more the congregation engaged. However, I have witnessed a big improvement of congregational singing, in general, over the year which I have served MVUC. Occasionally I will ask choir members to assist with song leading when I need to provide keyboard support.
- **Ingathering** – I have experimented with different arrangements for this. Currently, on Sundays when I am here, I am playing meditative music beginning 10 minutes prior to the service; at 5 minutes prior to the service, I begin congregational singing. When I am not at MVUC, I usually request that 5 minutes of meditative (background) music be played prior to the service. It is my hope that we can encourage the practice of creating meditative space in the Chapel prior to the beginning of each service. Currently, there is excessively loud talking during most instrumental music prior to the service. This is very distracting to those trying to meditate and unsupportive of the musicians. This is a practice that I hope can be modified over time.
- **Special Musicians** – Sandy Rutiser played recorder at the 12/23 service, and Nan Zimmerman sang a solo for that service as well. Cheryl Sabo, Mike Gillispie, and Ilene Gillispie provided special music for the Christmas Eve services. As mentioned above, Herb Tyson and Eric Pourchot played on several occasions as well.
- **Administrative** – I supplied rehearsal information for the January *Windmill*. Per my contract, I continue to try to coordinate music for all the worship services between the worship leaders and the musicians, whether they are paid or volunteer. The piano in the Chapel was tuned in December.
- **Other** – I continue to work closely with Angel Collins to organize rehearsals and select repertoire for the Kids Choir (ages K-5th grade) and Voices of Youth (ages 6th-12th grades). Both groups sang again on 12/16. I will be assisting with music for the Green Sanctuary service on 1/27.

Denominational/Community

- I continue to work with the GA Planning Committee to prepare for GA 2008 in Ft. Lauderdale, FL, on June 25-29th. Our next face-to-face meeting is in Salt Lake City in early January.
- As of January 2008, I have been appointed the Acting Director of Publications for the UU Musicians Network.

MOUNT VERNON UNITARIAN CHURCH
Fiscal Year 2007-2008 Revenue & Expenses
As of December 31, 2007 - 50% of the fiscal year

Account	ACTUAL 1st Quarter	ACTUAL 7-Oct	ACTUAL 30-Nov	ACTUAL 31-Dec	ACTUAL To Date	ANN Budget	ToDate as % of Budget
REVENUE							
Stewardship Pledges	64,967	29,561	34,745	66,442	195,715	360,000	54.37%
Contributions	3,207	751	940	1,709	6,607	18,000	36.71%
Facilities use and rental (other)	2,817	4,711	1,020	1,785	10,333	19,860	52.03%
Weddings(net)	19,481	12,975	1,640	2,595	36,691	45,000	81.54%
Fund Raising Income	1,410	6,714	-960	840	8,004	20,650	38.76%
Administrative & other income	150	380	1,295	20	1,845	500	369.00%
TOTAL INCOME	92,032	55,092	38,680	73,391	259,195	464,010	55.86%
EXPENSES							
Worship programs (incl music)	787	527	-600	952	1,666	4,500	37.02%
RE programs incl youth ministries	2,507	1,206	562	242	4,517	7,600	59.43%
Home community programs	118	0	0	0	118	200	59.00%
Our larger world/social justice	0	0	121	0	121	0	0.00%
Communications	1,049	320	320	1,427	3,116	3,200	97.38%
Stewardship campaign	0				0	100	0.00%
Denomination Responsibilities	5,180	7,353	325	3,393	16,251	29,841	54.46%
Adm programs	0	0			0		0.00%
search committees	646	250	30	726	1,652	16,700	9.89%
other comm. & expenses	158	0	0		158	0	0.00%
Operating Expense	4,760	1,738	777	6,757	14,032	27,700	50.66%
debt service	0	0	0	0	0	0	0.00%
Property maintenance	10,404	3,704	6,213	2,118	22,439	54,600	41.10%
Utilities	4,950	2,149	1,312	2,945	11,356	25,800	44.02%
Employment compensation	0	0	0		0		0.00%
Minister	19,650	11,709	7,806	7,806	46,971	109,399	42.94%
Staff	40,696	18,559	12,313	12,252	83,820	159,966	52.40%
Employee benefits					0		0.00%
payroll taxes	3,107	1,437	958	939	6,441	12,605	51.10%
insurance	1,279	560	373	373	2,585	5,103	50.66%
pensions	1,854	1,927	688	673	5,142	13,371	38.46%
conferences & contin. edu.	2,528	0	582	0	3,110	5,000	62.20%
TOTAL EXPENSES	99,672	51,439	31,780	40,603	223,494	475,685	46.98%
NET REVENUE(EXPENSES)	-7,640	3,653	6,900	32,788	35,701	-11,675	-305.79%

MOUNT VERNON UNITARIAN CHURCH
Building Fund Finance Report - December 31, 2007

INCOME:

Balance brought forward	943,197.02	943,197.02
Received in Dec	26,418.62	
	<hr/>	
Total received for Building Fund (includes interest)		969,615.64

EXPENSES:

Paid on B&H line of credit	265,000.00	
Campaign	20,626.37	
Consultant	20,890.00	
Architect	232,689.00	
Engineers, contractors	15,470.00	
Permits, fees	4,147.00	
Other Expenses	7,606.73	
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Total Expensed to Date		<u>566,429.10</u>
NET Funds on Hand for Building		<u><u>\$403,186.54</u></u>

WHERE FUNDS ARE:

Funds at McLaughlin Inv.	202,361.89
Cash in B&H	72,524.79
CDs at B&H	128,299.86
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	403,186.54

MVUC MEMORANDUM

TO: BOT
FROM: BILL CLONTZ
SUBJECT: PROGRAM COUNCIL REPORT
DATE: JANUARY 5, 2008
CC: MINISTER, ADMINISTRATOR



1. **Attachments:** Find attached the following: **Minutes** of the December Program Council Meeting

Highlights from the December Meeting:

2. **Wednesdays on the Hill**

Tamara de la Camp and Meagan Henry continue planning to begin this set of activities, to begin on a schedule of one Wednesday a month (the first session will be January 16). At the end of the first quarter, we will examine attendance and willingness of others to support the program. If both factors are positive, the program will continue. The following announcement has been placed in the JAN Windmill and will be noted in Orders of Service.

Come enjoy our first MVUC Fellowship Meal on Wednesday, January 16, 2008. This is an opportunity to attend mid-week activities with the added bonus of gathering for dinner beforehand. Dinner begins at 6:00 and food this month is catered by Dishes of India. There will be vegetarian and non-dairy options available. Cost of the meal is \$5 per person with a maximum of \$15 per family. And for anyone who prefers, a potluck option is available. Check the sign up sheet for details.

You are welcome to attend just the dinner but please feel welcome to explore a variety of activities later in the evening: choir rehearsal, New Testament class, yoga for beginners, and more. Childcare is available from 7:15pm - 9:00pm for a small fee and must be requested in advance. Sign up for food, classes, activities and childcare in the Commons.

3. **Annual Reports**

Program Council Coordinators are contacting their respective committees and groups to go over the format for annual reports this year and to stress the need to get them in complete and on time. The Program Council Coordinator will send out a reminder email to Chairs in Jan-Feb.

4. **News of Committees and Groups**

As noted in the meeting minutes, Mary Barnett reported a very successful Holiday Shop by all measurements this year, including a number of new volunteers stepping up to meet the requirements, and Bill Alsmeyer-Johnson reported that the Social Justice Guest Speaker program is well under way, with good speakers and attendance.

5. **Upcoming Activities**

(A) Kim Cobb continues to plan the Spotlight Sunday program. The expected challenges in coordinating among so many entities are occurring, but she is working them. The Sunday Services Committee is to do the first of these, in late January. (B) The Sunday Services Committee has advised the Program Council that they wish to formally propose going to a single Sunday service this spring. The Council has put it on the JAN 10 agenda; we are, as of this writing, awaiting their input and request. We expect to forward it to the BOT with recommendations for the FEB BOT meeting. (C) The Council will review a policy recommendation for minutes to be completed and retained for committee meetings.